

C. SUBCONTRACTING PLANS AND STATEMENTS

DATE: May 27, 2003
CONTRACTOR: **DTFH61-03-C-00124** 17442
ADDRESS: 1105 Sanctuary Parkway, Alpharetta, GA 30004
TELEPHONE: 770-360-0527
SOLICITATION NO: DTFH61-03-R-00029
PROJECT TITLE: Assessment, Performance Evaluation and Calibration of LTPP SPS Weigh-in-Motion (WIM) Sites

ITEM/SERVICE: Contractor shall furnish all materials, equipment supplies, personnel, transportation and all other services required to support the Federal Highway Administration's (FHWA) Assessment, Performance Evaluation and Calibration of LTPP SPS Weigh-in-Motion (WIM) Sites.

1. The following, together with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements to Public Law 99-661, Section 1207, and Public Law 100-180, Section 806.
2. In developing the subcontracting goals for this plan, MACTEC took into account the type of work to be accomplished during the life of the contract, the technical capability of companies necessary to accomplish the goals of the Assessment, Performance Evaluation and Calibration of LTPP SPS Weigh-in-Motion (WIM) Sites program, and the availability of local, capable subcontractors that are experienced in providing services to the Federal Highway Administration. This plan is provided on a contract minimum of \$200,000.
3. Based on receiving a total amount of \$200,000 an estimated total of 27% of the work \$54,000 will be subcontracted.
 - (a) Of those subcontracted dollars, the following percentage goals (expressed in terms of a percentage of planned subcontracting dollars) are applicable to the contract awarded under the solicitation cited.
 - (i) Small Business (SB) Concerns: 95% of total planned subcontracting dollars under this contract will go to subcontractors who are small business concerns.
 - (ii) Small Disadvantaged Business (SDB) Concerns: 0% of total planned subcontracting dollars under this contract will go to subcontractors who

are small business concerns owned and controlled by socially and economically disadvantaged individuals.

- (iii) Women Owned Business Concerns (WOB): 0% of the total planned subcontracting dollars under this contract will go to subcontractors who are women owned small and disadvantaged business concerns.
 - (iv) Veteran-Owned Small Business Concerns (VO): 0 % of the total planned subcontracting dollars under this contract will go to subcontractors who are Veteran-Owned small business concerns.
 - (v) Hub Zone Business Concerns: 0 % of the total planned subcontracting dollars under this contract will go to subcontractors certified as Hub Zone business concerns.
- (b) The following dollar values correspond to the percentage goals shown in (a) above and are based on \$54,000 dollars planned to be subcontracted.
- (i) Total dollars planned to be subcontracted to Small Business concerns: \$51,000. Which includes all SB subcontracting (SB, SDB, WOB, VO HubZone and Other Subs).
 - (ii) Total dollars planned to be subcontracted to Small Disadvantaged Business Concerns \$0.
 - (iii) Total dollars planned to be subcontracted to Veteran Owned Small Business Concerns \$0.
 - (iv) Total dollars planned to be subcontracted to Woman-owned Small Business Concerns \$0.
 - (v) Total dollars planned to be subcontracted to Hub Zone \$0.

This plan anticipates utilizing suppliers and subcontractors previously experienced in providing services to MACTEC and to the Federal Government. These suppliers will provide local and national support for the various orders issued under the Federal Highway Administration Agreement. MACTEC's over 100 offices U.S. wide are supported by a corporate supplier database that contains over 7,000 suppliers and by Pro-Net. Subcontractors will be selected based on their abilities, experience, and standards of quality and on-time delivery performance in their required disciplines.

- (c) The following principal products and/or services will be subcontracted under this contract, and the distribution of work will be among small suppliers:

Digital Traffic Systems Traffic Equipment Services

- (d) Utilization of Small, Small Disadvantaged Business, Women Owned Business, HUB Zone, and Veteran Owned Business will be accomplished by:

Reviewing in-depth each RFQ Scope of Work to identify various efforts that can be subcontracted to small, small disadvantaged and women owned suppliers. These suppliers will be identified in MACTEC's responding proposal.

Targeting specific areas, when appropriate, for technical review and to identify specific areas for consideration for breakout for SB competition.

Conducting searches utilizing the Pro-Net system and MACTEC's internal Supplier database to identify suppliers that may provide supplies and miscellaneous services that can be procured through Small Disadvantaged Businesses.

- (e) A portion of the Prime's indirect and overhead costs **has not been** included in the goals specified in 3, above.
- (f) MACTEC's Small Business Program recently received a **Highly Successful Performance Rating** as a result of DCMC Small Business program Review.

4. The following individual will administer the subcontracting program:

NAME: Lorraine Shelton
Small Business Liaison Officer
ADDRESS: 1105 Sanctuary Parkway, Suite 300
Alpharetta, GA 30004
TELEPHONE: (770) 360-0527

This individual's specific duties, as they relate to MACTEC's subcontracting program, are as follows:

General overall responsibility for this company's Small Business Program, the development, preparation, and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including, but not limited to:

- (a) Developing and maintaining bidding lists of small and, small disadvantaged, women owned business, HUB and Veteran Owned concerns from all possible sources.
- (b) Ensuring that procurement packages are structured to permit small, small disadvantaged, women-owned small business, HUB Zone, and Veteran Owned concerns to participate to the maximum extent possible.

- (c) Assuring inclusion of SB, SDB, WOB, HUB, and VO concerns in all solicitations for products or solicitations for products or services, which they are capable of providing.
- (d) Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit SB, SDB, WOB, HUB and VO participation.
- (e) Ensuring periodic rotation of potential subcontractors on bidders' lists.
- (f) Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by small, small disadvantaged women-owned small, HUB and veteran owned business concerns.
- (g) Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- (h) Attending or arranging for attendance of company counselors at business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- (i) Conducting or arranging for conduct of motivational training for purchasing personnel pursuant to the intent of Pub. L. 99-66, Section 1207, and Pub. L. 100-180, Section 806.
- (j) Monitor attainment of proposed goals.
- (k) Preparing and submitting periodic subcontracting reports required.
- (l) Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
- (m) Coordinate the conduct of contractor's activities involving its small, small disadvantaged, women-owned, HUB, and veteran owned small business subcontracting program.

MACTEC agrees that the clause entitled Utilization of Small, Small Disadvantaged and Women-Owned Small Business Concerns will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors **except** small business concerns who receive subcontracts in excess of \$1,000,000 for construction or \$500,000 for professional services will be required to adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of Public Law 99-661, Section 1207, and Public Law 100-180, Section 6, assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals will be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small and small disadvantaged and women-owned small business subcontractors, and prior experience. To ensure subcontractor compliance with submitted subcontracting plans

MACTEC's procurement manager will monitor through the submission of the Standard Form 294 and Standard Form 295, which will be submitted under the basic contract and/or, as time and availability of funds permit, conduct periodic visits to subcontractors' facilities to review applicable records and subcontracting program progress.

MACTEC agrees to submit such periodic reports (Standard Form 294 and 295) and cooperate in any studies or surveys as may be required by the contracting agency or the SBA in order to determine the extent of compliance by the bidder with subcontracting plan and with the clause entitled Utilization of Small, Small Disadvantaged and Women-Owned Small Business Concerns, contained in this Contract.

MACTEC agrees that they will maintain, by delivery order, at least the following types of records to document compliance with this subcontracting plan:

Small and small disadvantaged and women-owned small business concern lists, guides and other data identifying SB/SDB and WOB vendors.

Organizations contacted for small, small disadvantaged and woman-owned small business sources.

On a delivery order basis, records on all subcontract solicitations over \$100,000 indicating on each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged business concerns were solicited, and if not, why not; and (3) whether women-owned small business concerns were solicited, and if not, why not; and (4) reasons for the failure of solicited small or small disadvantaged business concerns to receive the subcontract award.

Records to support other outreach efforts: Contacts with Minority and Small Business Trade Associations, etc. Participate in small and minority business procurement conferences and trade fairs.

Records to support internal activities to guide and encourage buyers; workshops, seminars, training programs, etc.: monitoring activities to evaluate compliance.



On a delivery order basis, records to support subcontract award data to include name, address and business size of subcontractor.

Signed: [Signature]
G.J. (Greg) Williams, Program Manager
MACTEC Engineering and Consulting of Georgia, Inc.

Date: 28 MAY 03

Contract Specialist: _____ Date: _____

Plan Accepted by: _____ Date: _____
SADBU Approval

Contracting Officer: _____ Date: _____
Approval

Procurement Center: _____ Date: _____
Representative Approval
Small Business Administration Disapproval

PAST PERFORMANCE

It is the policy of MACTEC to support small, disadvantaged and women owned business in many areas. We maintain a corporate wide vendor database, which provides all our offices with an up to date listing of suppliers. This database is continually added to as we solicit new suppliers. Vendor profiles are updated annually. The database allows us to provide nation wide vendors as well as local vendors to specific offices.

In 1997 MACTEC operating as Law Engineering and Environmental Services, Inc., was awarded the Nunn-Perry award for Mentor Protégé excellence. Our Small Business Officer actively participates in proposals to provide assistance in locating and selecting qualified small, disadvantaged and women owned business. This early participation keeps the small business efforts always a major consideration in preparing proposals and has greatly increased our dollars awarded to small business.

SPECIAL EMPHASIS PROGRAM REVIEW

To: Frank J. Waltos, HAAM-10
Small Business Advisor

Date: 7/24/03

From: SARAH TARGAARD
Contract Specialist

The attached material is presented for review pursuant to TAM 1219: (select A, B, C, and D as applicable)

☐ A. Procurement method: PR or RFP No. DTFH61-03-R-00029
☐ 8(a) Sole source to: ⁽¹⁾ DTFH61-03-C-00124

- ☐ 8(a) Competitive set-aside ⁽¹⁾
☐ HUBzone competitive set-aside
☐ Small Business competitive set-aside
☒ Full and Open competitive ⁽²⁾

approved by
Frank Waltos
4/15/03 - see
Table of Pretense
File

☐ Concur ☐ Non-concur (see comments below)

☐ B. NAICS Code: Number 541330 SB Size Standard: _____
(FAR 19.303)

approved
4/15/03

☐ Concur ☐ Non-concur. Recommend No. _____ SB Size Standard: _____

☒ C. Subcontracting Plan: ☒ Required (copy attached) ☐ None planned (Offeror statement attached)
(FAR 19.7)

IDA Award planned in amount
of \$14,197,320

☒ Concur ☐ Non-concur (see comments below)

☐ D. Contract Bundling: ☐ N/A (requirement is set-aside for Small Business)
(FAR 7.107) ☐ No (supporting data attached)
☐ Yes (justification attached)

☐ Concur ☐ Non-concur (see comments below)

COMMENTS:

Frank J. Waltos
Frank J. Waltos, FHWA Small Business Advisor

07/24/03

Date

DOT OSDBU Representative (if applicable)

Date

SBA Procurement Center Representative (if applicable)

Date

NOTES: ⁽¹⁾ For new requirements, attach a copy of the PR and send an e-copy of the SOW.
⁽²⁾ Attach a copy of the source list plus Program Office justification for F&O competition.